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SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING


(Signature of Traveler)

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Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Heritage Foundation

Travel date(s): Wednesday, October 9 - Friday, October 11, 2019

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | \$28.28 | \$304 + tax | \$137.00 | \$14 |
| <input checked="" type="checkbox"/> Actual Amount | | | | Educational tour, USCGC Taney |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | n/a | n/a | n/a | n/a |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda.

10/30/19 ROBERT OROWAY [Signature]
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/5/19 [Signature]
(Date) (Signature of Supervising Senator/Officer)



214 Massachusetts Avenue, NE
Washington, DC 20002
(202) 546-4400
heritage.org

August 7, 2019

Robert Ordway
Senator Mike Braun
374 Russell Senate Office Building
Washington, DC 20510-1408

Dear Robert,

On behalf of The Heritage Foundation, I want to formally extend an invitation to The Heritage Foundation's 2019 Emerging Leaders Conference. The event will be held Wednesday, October 9 – Friday, October 11 in the Inner Harbor in Baltimore, MD.

At the Emerging Leaders Conference, attendees will discuss issues confronting the next Congress, develop their leadership skills, and sharpen their knowledge of process, rules and procedure. An educational experience tailored to work on Capitol Hill, this conference also promises an excellent opportunity to grow your network among your colleagues and expand your impact.

All paperwork must be submitted to the Ethics Committee no later than Monday, September 9, 2019. Here is what you need to submit for this year's trip:

1. Register with Heritage at <https://events.heritage.org/Leaders2019>
2. Submit the attached packet to the Ethics Committee
3. Fill out and submit the Employee Pre-Travel Authorization to the Ethics Committee

Emerging Leaders will be held during a recess week for both House and Senate staff. Heritage will provide transportation, overnight accommodations, and meals throughout the retreat.

Please let me know if you have any questions, looking forward to having you with us this year.

Sincerely,

Thomas Binion
Vice President, Government Relations
The Heritage Foundation

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